

**Progress Place Site Pre-Submission Meeting
December 8, 2011**

1. Is a 'turn key' facility desired for the new Progress Place facility?

Yes.

2. The Silver Spring Master Plan is slightly dated. Has there been any change in the County's preference for any particular use at this site.

The County will consider all proposals that are consistent with the adopted Master Plan and applicable zoning for the Central Business District. The County does not have a preference on uses at this location.

3. Will the uses in the existing Progress Place facility need to be expanded in the new facility.

The only requirements of the solicitation are to accommodate existing uses. Future expansion needs would not be determined until a future design stage.

4. Has any geo-technical work been completed for the existing site or for the fire station site?

The County does not have any reliable geo-technical information for either the subject properties.

5. What is the train station property to the south of the fire station and who owns it?

The property located to the south of the fire station is the historic Silver Spring train station. It is owned by Montgomery Preservation Inc.

6. Is the existing water and sewer capacity available at the site sufficient to support the proposed development - a high-rise (200') rental apartment building?

There are several residential high rise projects within the same area that have been determined to have adequate water/sewer service.

7. The Progress Place property was purchased using CDBG funds. Will this trigger Davis Bacon requirements and other federal requirements for the construction?

The original Progress Place property was purchased using CDBG funds. How this effects any applicable Federal requirements with a new facility is not known at this time. This information will be available during negotiations with the successful Offeror

8. Could the County provide a current list of users and the occupied space?

Please see the response to Question 9 , below.

9. The REOI states on page 4 that “All of the current services and uses in the existing location must be relocated and continued in the new facility”. However, DHHS staff has informed us that only Shepherd’s Table and Community Vision (Interfaith Works) are intended to go to the new site and that the Community Clinic and DHHS staff offices are not intended to move to the new site. Can you please confirm?

The new site will house ONLY Shepherd's Table and Community Vision (Interfaith Works). Community Clinic and the HHS staff offices will not be included.

Please find the revised POR reflecting these changes on the following pages:

Space Requirements per the POR:

Combined Shepherd's Table and Community Vision

No.	Position	Area	No. Req'd.	Total Area
1	Loading Dock	400	1	400
2	Outdoor Dumpster Area	375	1	375
3	Combined Food Preparation			
4	Chemical Storage	50	1	50
5	Dish Room	150	1	150
6	Kitchen Laundry	187	1	187
7	Combined Client Area			
8	Exterior Waiting Area	450	1	450
9	Central Lobby	150	1	150
10	Dining Area	1,228	1	1,228
11	Dining Area Restrooms	88	2	176
12	Light Well	150	1	150
13	IT Room	80	1	80
	Sub Total (NSF)	3,308	12	3,396

Shepherd's Table

No.	Position	Area	No. Req'd.	Total Area
1	Client Area/Resource Suite			
2	Resource Waiting Room	210	1	210
3	Waiting Room Restrooms	88	2	176
4	Resource Room Intake/Window Area	50	4	200
5	Eye Clinic	300	1	300
6	Office of Director of Social Services	150	1	150
7	Office for Partner Providers	100	4	400
8	Social Services Counselor Office	100	1	100
9	Social Worker's Office	100	1	100
10	Bi-Lingual Counselor's Office	100	1	100
11	Resource Storage Area	100	1	100
12	Clothing Closet	798	1	798
13	Mental Health Counselor's Office	100	1	100
14	Administrative Suite			
15	Executive Director's Office	200	1	200
16	Resource Development Manager's Office	200	1	200
17	Administrative Assistant's Office	100	2	200
18	Bookkeeper's Office	100	1	100
19	2 Small Conference Rooms	252	2	504
20	Office Supplies and Historical Data Storage	200	1	200
21	Machine Room	100	1	100
22	Staff Rest Rooms	88	2	176
23	Food Preparation			
24	Kitchen	1,796	1	1,796
25	Cold and Freezer Storage	200	1	200
26	Office for Food Service Man. And Assist. Man	150	1	150
27	Volunteer Manager Office	150	1	150
28	Volunteer Lounge	150	1	150
29	Bulk Food Storage	600	1	600
30	Kitchen Janitor's Closet	80	1	80
31	Janitorial Supplies Rm.	50	1	50
	Sub Total (NSF)	6,612	38	7,590

Community Vision

No.	Position	Area	No. Req'd.	Total Area
1	Case Management Waiting Area	150	1	150
2	Resource Waiting Room	210	1	210
3	Waiting Room Restrooms	88	2	176
4	Floor Supervisor Office	100	1	100
5	Security/Maintenance Office	120	1	120
6	Interview Rooms	60	2	120
7	Computer Classroom	300	1	300
8	Meeting Room/Women's Shelter	400	1	400
9	Meeting Room/Women's Shelter Storage Rm	100	1	100
10	Multi-Purpose Room/Women's Shelter	400	1	400
11	Women's Bathrooms	88	1	88
12	Women's Shower	59	1	59
13	Women's Locker Room	150	1	150
14	Private Bathroom	40	1	40
15	Recreation Room/Men's Shelter	1,260	1	1,260
16	Recreation Room/Men's Shelter Storage	100	1	100
17	Men's Bathrooms	200	1	200
18	Men's Shower	167	1	167
19	Men's Locker Room	248	1	248
20	Laundry Room w/ Closet	234	1	234
21	Fitness Room	150	1	150
22	Business Clothes Closet	300	1	300
23	Maintenance Storage Room	100	1	100
	Administrative Area	-		
24	Supervisor's Offices	110	3	330
25	Facility Manager Office	110	1	110
26	Case Management and Vocational Counseling Offices	100	6	600
27	Outside Professional Staff Offices	100	3	300
28	Intern Work Area	270	1	270
29	File Room	63	1	63
30	Office Supply Closet	60	1	60
31	Staff Rest Rooms	40	2	80
32	Employee Lounge	140	1	140
33	Maintenance Storage Room	195	1	195
34	IT Room	49	1	49
	Food Preparation	-		
35	Kitchen	306	1	306
36	Food Manager Office	100	1	100
37	Cold and Freezer Storage	200	1	200
38	Kitchen Storage Closet	200	1	200
	Exterior	-		
39	Garage	430	1	430
	Sub Total (NSF)	7,496	11	8,604
	Total (NSF)	17,416		19,590